



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
August 13, 2020**



CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order in the City Council Chambers, virtually via Zoom, on August 13, 2020 at 7:04 p.m.

IN ATTENDANCE:

Trustees Present

Debra Beadle
Annie Chang
Joseph M. Molina
Bianca Richards
David Uwins

Also Present

Ellen Torres, Friends Board President
Cathy Billings, Library Director
Sean Faye, Administrative Secretary

ACTION ITEM:

1. Review and approve draft minutes of the regular meeting held May 14, 2020

Motion by Library Board Trustee Debra Beadle, seconded by Library Board Trustee Joseph Molina, to approve the minutes as written for the regular meeting of the Library Board of Trustees held May 14, 2020.

AYES:	Beadle, Molina, Richards, Uwins
NOES:	None
ABSENT:	Chang
ABSTAIN:	None

[Library Board Trustee Annie Chang arrived at the Library Board of Trustees meeting at 7:16 p.m.]

DISCUSSION ITEMS:

2. Library Operations Update

More than 20,000 items have been returned, quarantined and replaced on the shelves since Library staff returned on 6/15/2020. Over 11,000 Library Takeout requests have been made using the Library catalog. Materials Matchmaker, an online tool where patron requests are matched by Library staff, is also being used often, across all age groups. Nearly 7,000 items are currently checked out. Library Board President Bianca Richards thanked the Library staff for their work in organizing the Library Takeout service and the layout and ease of using the Library website.

Library Auto-renewal began on 7/1/2020, where library materials are automatically renewed, unless items are on hold for another patron. Materials can be checked out for 3 weeks, with 2 renewals, for a total of 9 weeks.

The City did not adopt a new Budget for FY 2020/21 and instead voted to continue appropriations from the FY 2019/20 Budget. The Library is spending to maintain operations and keep up with demand for library materials while tracking expenditures and being responsive to the City's financial issues due to the pandemic. The Library applied for grants from California Humanities, which was denied, and the Institute of Museum and Library Services, which is still pending review. \$3K was received from the California State Library CARES Act funds and was applied towards Digital Resources.

The new fee schedule with a 3% CPI increase went into effect on 7/1/2020. Most Library fees remain unchanged, except for the Community Room, which is a moot point as the Community Room is not available to be rented at this time.

The City Council voted to approve the Auditor's Report for Library Special Tax, which will yield approximately \$349,742.10 for the Library's Budget.

Full Time Library staff returned on 6/15/2020. Some members of the Public Services department are alternating working from home and the office due to social distancing requirements. Most Part Time Library staff have returned from furlough, but some have chosen not to. Library Takeout services is time consuming and requires the work of many people. A recruitment is underway for 4 Library Aide positions.

The Summer Reading Program went very well. Children's Librarian Judy Neeb did an outstanding job converting the program into an entirely virtual event. 1,095 readers were registered on the Beanstack app, reading a total of 7,742 hours. 525 book reviews were received from all ages. Teen volunteers provided 1,090 hours of remote service. There were 9 pre-recorded Storytimes on the Library's YouTube channel, which were viewed 790 times and received positive feedback from parents. Wonderful Wednesday performances were the biggest challenge to convert to a virtual format, but still had 514 registered viewers.

The Teen Advisory Board is going into its fifth cohort with 19 members, 7 returning students and 12 new members. TAB will meet virtually and will help with the Citywide One City, Many Stories reading project, among other activities.

The Library is sensitive to teacher concerns in its support for Back-to-School and virtual learning. The Library will hold virtual class visits for Library orientation and issue library cards. Digital Services Librarian Cynthia Mitchem created an Educator's page on the Library's website designed to give teachers easy access to library resources.

Los Angeles County does not want libraries open to the public yet and has only approved Curbside service. The Red Cross has been conducting monthly blood drives in the Community Room, which have been very successful. The Community Room will also serve as a voting center in November and those details are being developed with the Los Angeles County Registrar. The Ray Bradbury Read-a-thon is a nation-wide celebration of Ray Bradbury's centennial. A full reading of "Fahrenheit 451" will stream on 8/22/2020 and will be available for 2 weeks. James Reynolds, award-winning actor of the Fremont Centre Theatre, contributed two passages. Local History Librarian Olivia Radbill created a Ray Bradbury page to highlight the collection on the Library's website.

3. Ray Bradbury Fused Glass Public Art Project

The Friends of the Library have raised \$4,075 towards the Ray Bradbury Fused Glass Public Art Project. Donations have been received from numerous members of the community. The remaining balance is \$5,398.50. South Pasadena Poet Laureate Ron Koertge has written a poem about Ray Bradbury that could be used to encourage donations. Library Board President Bianca Richards encouraged the Board to brainstorm ways of promoting this project. Library Director Cathy Billings suggested contacting the South Pasadena Arts Council (SPARC), the South Pasadena Rotary Club and local businesses and community groups.

The Library Board has authorized the use of funds from the Romine and Mullen Estate Trusts. This will need to be approved by the City Council.

4. One City, Many Stories

This year's Citywide reading project will take place from 9/14/2020-11/1/2020. The theme is "Exploring Common Ground" and participants will be encouraged to explore different racial, ethnic, and cultural experiences, our relation to the environment, and reconciling the past with the present. People can participate in the online discussion forums, the Library will host discussion groups in real time online, and community groups will be encouraged to take part. Information is available on Goodreads, including suggested reading lists, book discussion guides, supplementary materials, and links to the Library catalog so items can be reserved.

Library Board Trustee Debra Beadle expressed her appreciation for library staff. President Richards praised the web page layout and the logo. Director Billings may advertise this event in the local newspapers.

5. Library Fines and Fees

There has been a movement in the last 5-7 years, with the support of the American Library Association, for libraries to eliminate overdue fines and fees. It has been determined that these fines disproportionately affect people that can least afford them, thus disenfranchising members of the community we seek to serve. Many libraries in surrounding areas have embraced eliminating their fines. Revenue from overdue fines has been steadily decreasing in recent years, and since the Library's closure to the public in March 2020 no overdue fees have been assessed. Auto-renewal will further reduce the revenue from overdue fees. The Board was in agreement to pursue eliminating library fines and fees.

This will be an Action Item for the 9/10/2020 Library Board of Trustees meeting.

6. Library Administrative Policies Review

Director Billings is working to review the policies listed in the Library Board of Trustees manual. Most policies have not been reviewed in some time and need to be updated to reflect current practices and technology. The current Library Board of Trustees manual includes both policies and information that is specific to the Board as well as Administrative Policies for the Library. Director Billings would like to separate these aspects into two separate resources, which would make the Administrative Policies more accessible to staff and the public. This will be a continuing Discussion/Action Item as suggested changes will be brought before the Board for their review and approval.

COMMUNICATIONS:

7. Board President (Bianca Richards): President Bianca Richards reiterated her appreciation for the wonderful work being done by Library staff.

8. Board Members: Vice President Uwins requested that Director Billings prepare a statement to update the community about Library Operations in the event that a Board meeting is canceled. Library Board Trustee Annie Chang expressed her appreciation to the Library staff.

9. City Council Liaison (Mayor Robert S. Joe): N/A.

10. Friends of the Library Representative (Friends President Ellen Torres): The Friends Bookstore, which is the main fundraiser for the Library, remains inaccessible. Options for how to continue contributing to programming like the Summer Reading Program, while maintaining social distancing, will be discussed at the Friends retreat next week, which will be held via Zoom. Details for next summer's classical music festival with the Restoration Concert Committee will also be discussed. One major goal for the retreat is to develop

consistent policies for all committees. As a cost-saving measure, the independent phone line in the Friends Bookstore has been canceled and a library extension will be assigned to the Friends of the Library.

11. Trustee Liaison to Friends (David Uwins): Vice President Uwins has been attending the Friends meetings. There has been a lot of discussion about how to recoup the losses from having the Friend Bookstore closed.

12. Library Director (Cathy Billings): None to report.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, September 10, 2020 at 7:00 p.m. in the City Council Chambers.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on August 13, 2020 at 9:00 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

DocuSigned by:

Bianca Richards, President

President

9/15/2020

Date